An Introduction to Zoom

A resource developed by the

Advocate Medical Group
Adult Down Syndrome Center

This resource is intended to provide basic information about Zoom and is for educational purposes only.

For more information about Zoom, please refer to:
Zoom Help Center: https://support.zoom.us/hc/en-us

FAQs: https://support.zoom.us/hc/en-us/articles/206175806-Top-Questions

Why we use Zoom

Reasons to use Zoom

- Talking with friends and family
- Activities
  - Special Rec, Gigi's Playhouse, Special Olympics
- School/work
- Play games
- Meetings/webinars

How to use Zoom

Creating a Zoom account

- Zoom is free!
- Sign up for a free account at zoom.us

JOIN A MEETING   HOST A MEETING ▾   SIGN IN   **SIGN UP, IT'S FREE**

Schedule a meeting

- Once you have an account, you can schedule a meeting!
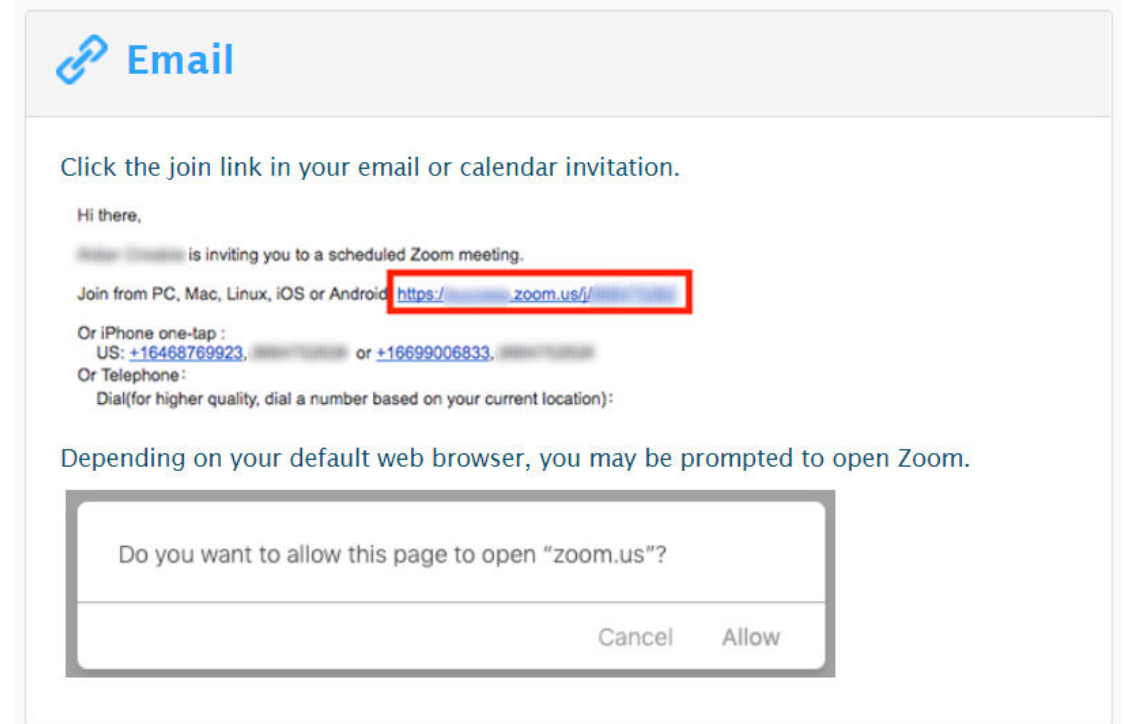   - Click on "Schedule a New Meeting"
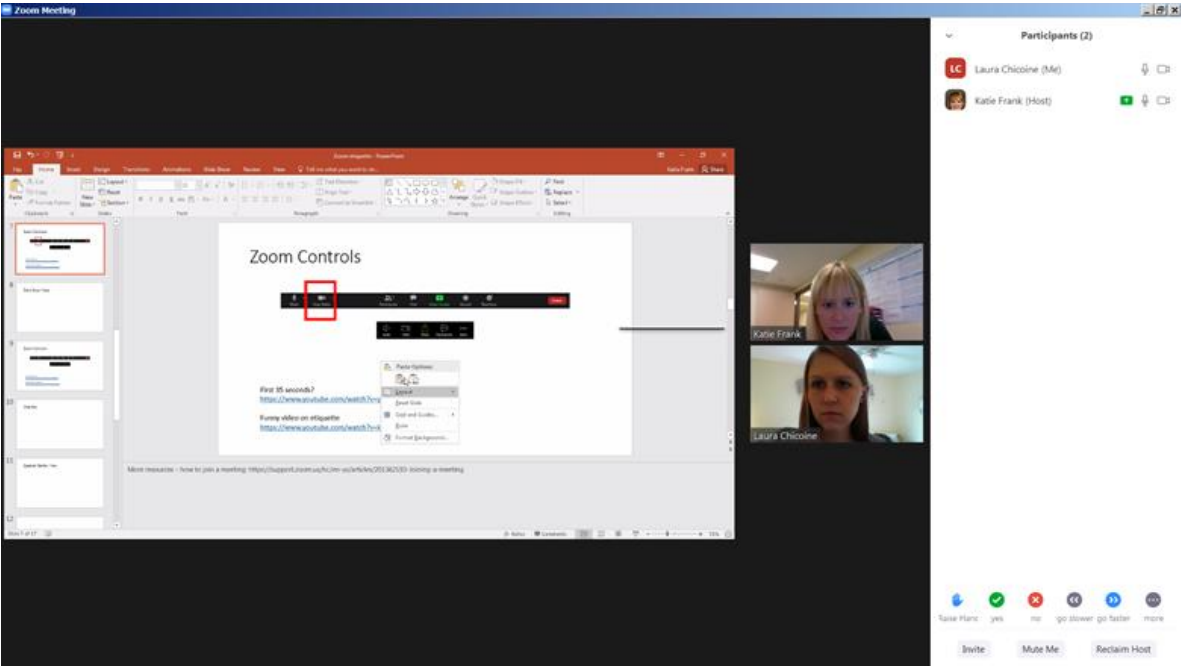   - Enter the meeting details
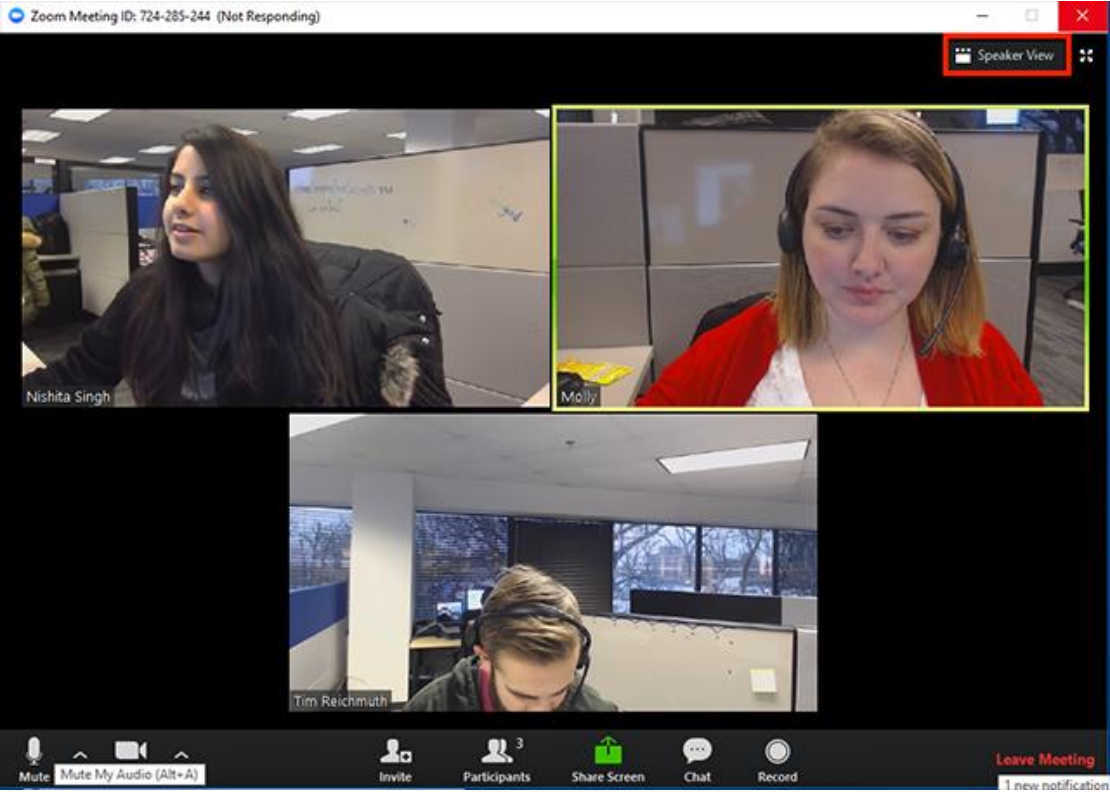   - Click Save

Joining a Zoom meeting

There are multiple ways to join a Zoom meeting. Clicking on a link from an e-mail is a common way.

For questions about joining Zoom meetings, please refer to this link:
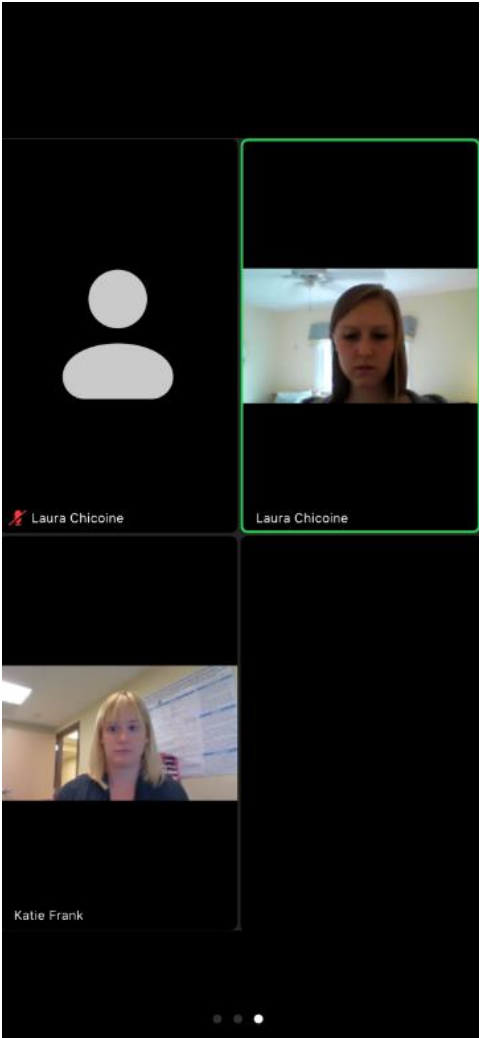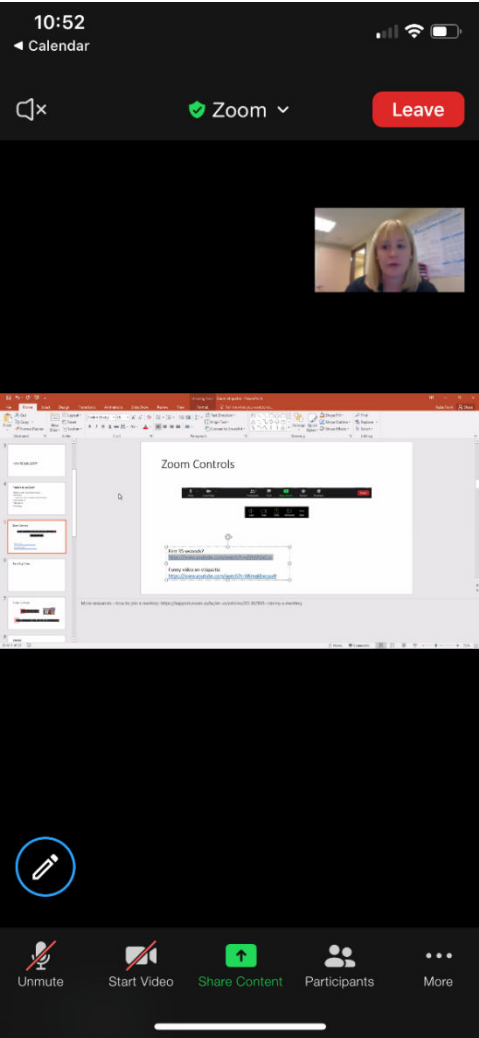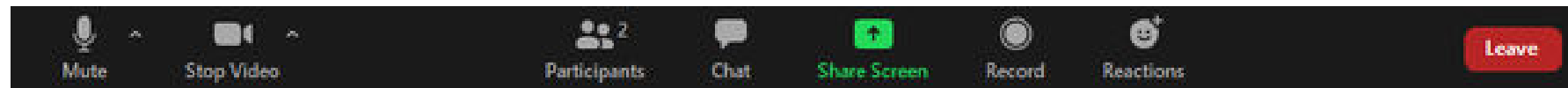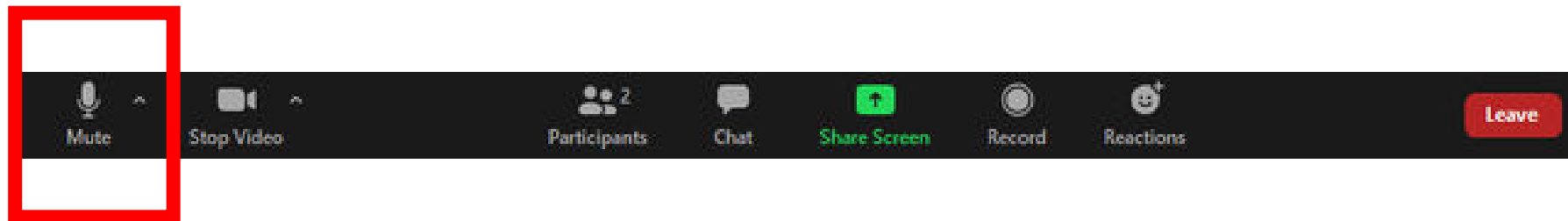https://support.zoom.us/hc/en-us/articles/201362193

Zoom on a Computer
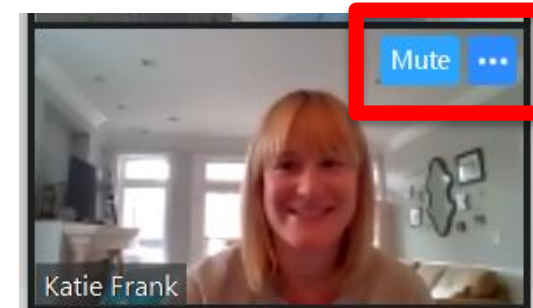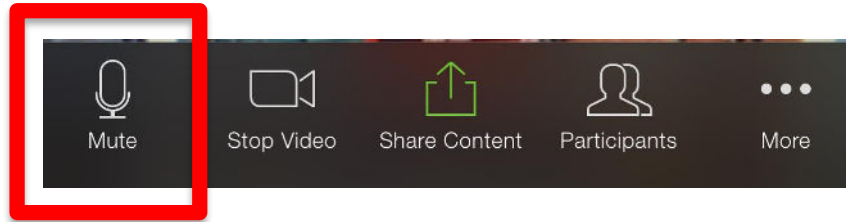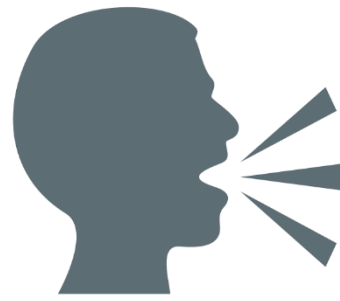
Zoom on a Phone/Tablet

Zoom Controls

Zoom Controls - Audio

- When you mute your microphone, other people on the call cannot **hear** you.
- It is good to mute your microphone when there is background noise around you.

Mute / Unmute

Click or tap on the Mute button (button that looks like a microphone) to mute your microphone. A red slash appears when your microphone is muted.
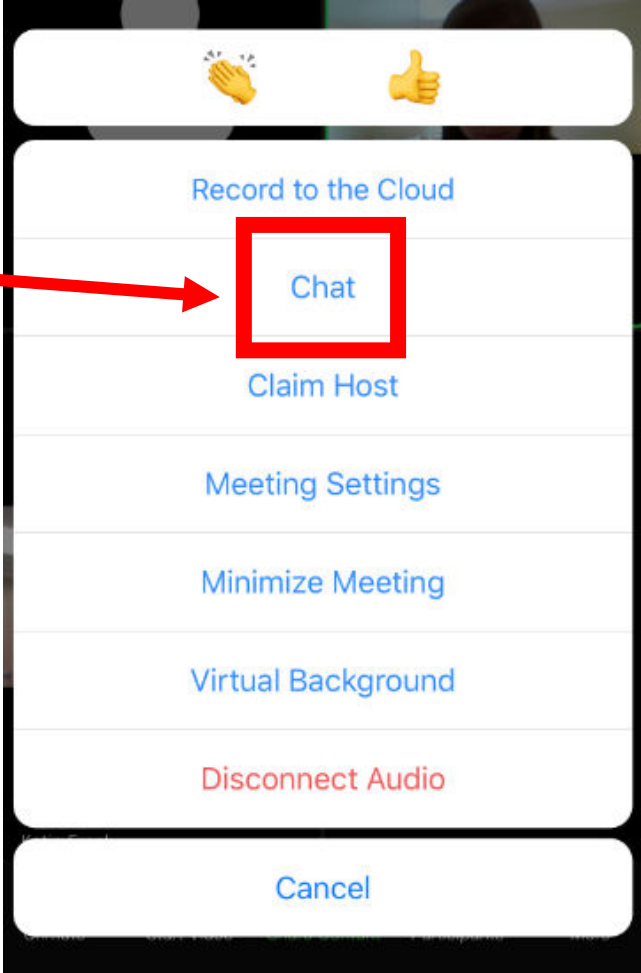
Zoom Controls - Video

- When you stop your video, other people on the call cannot **see** you.
- It is good to stop your video when you need to step away from the call or do a private behavior (e.g. blowing your nose).

Start/Stop Video
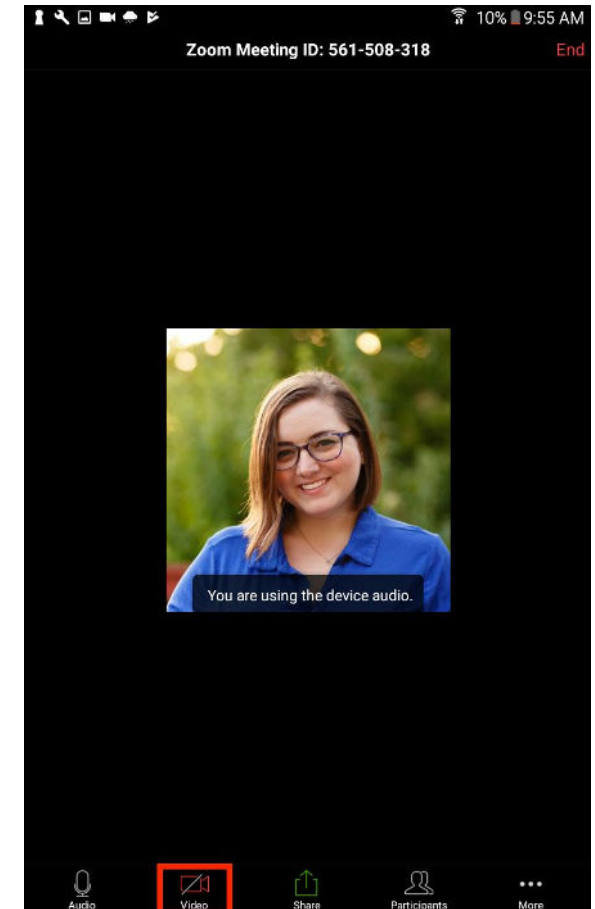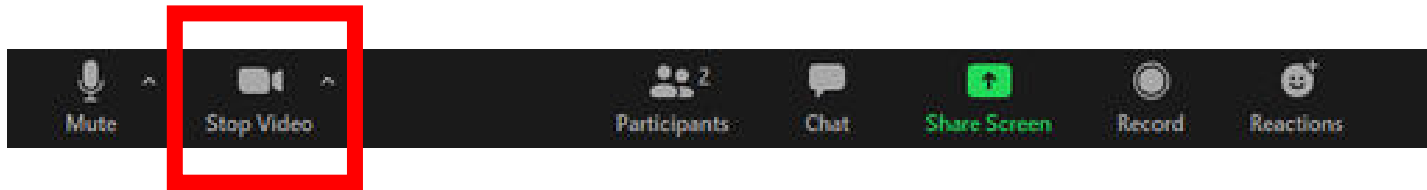
Click or tap on the Stop Video button (button that looks like a camera) to turn off your video. A red slash appears when your camera is off. Only your name or your picture will be shown.
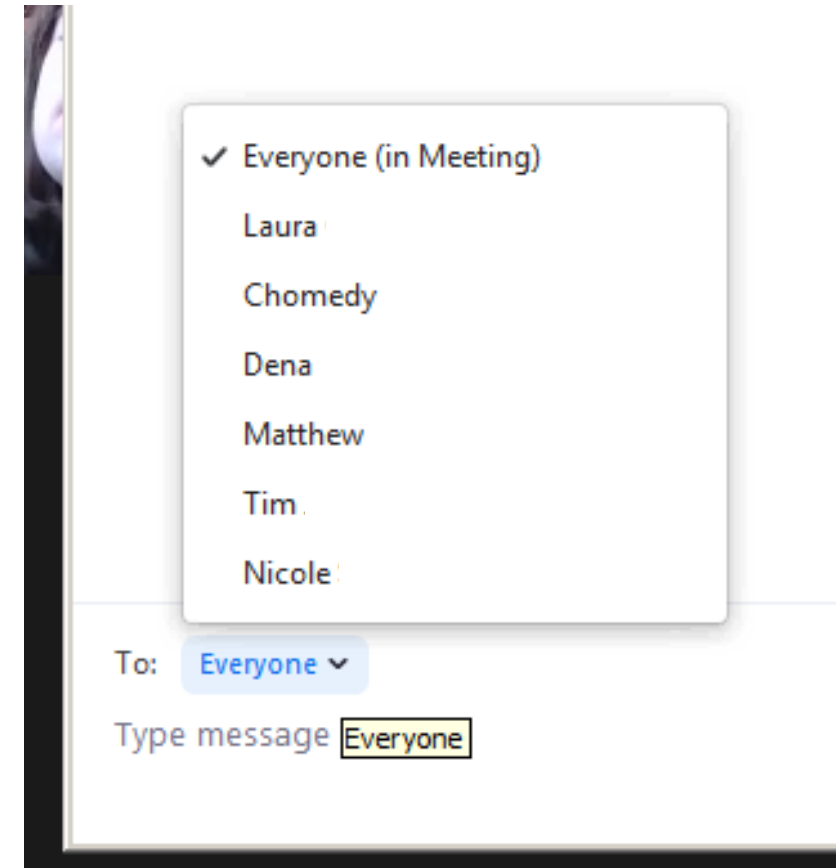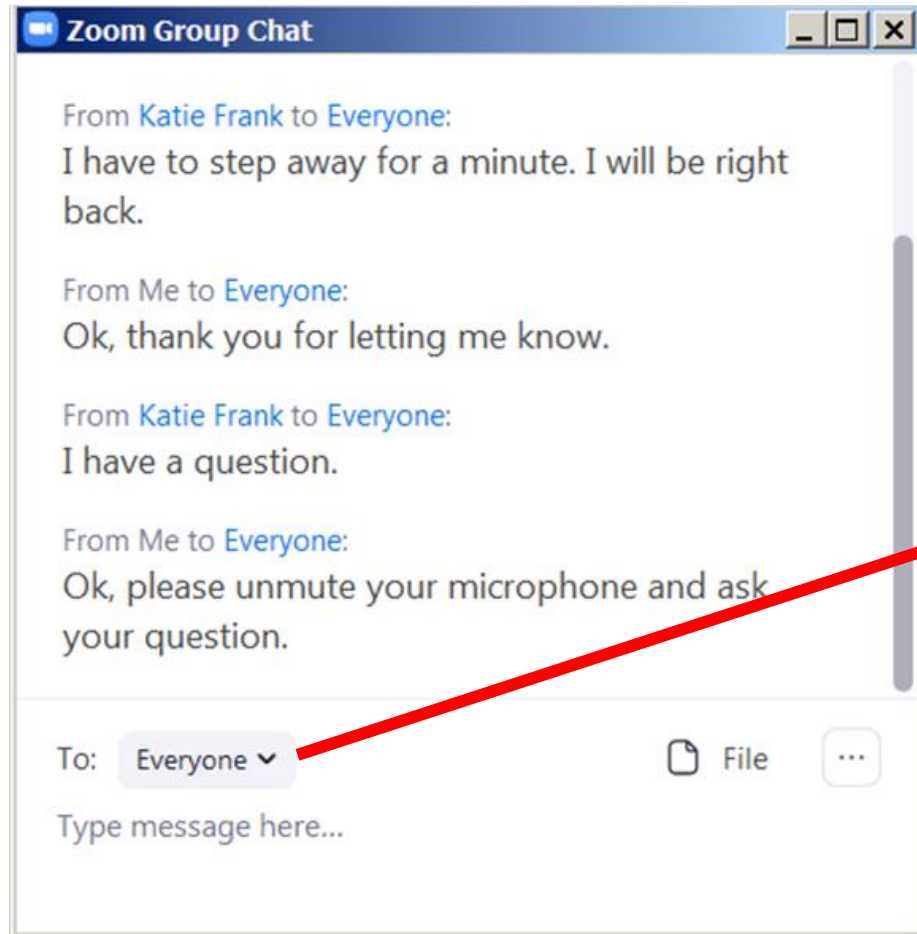
Zoom Controls-Chat box

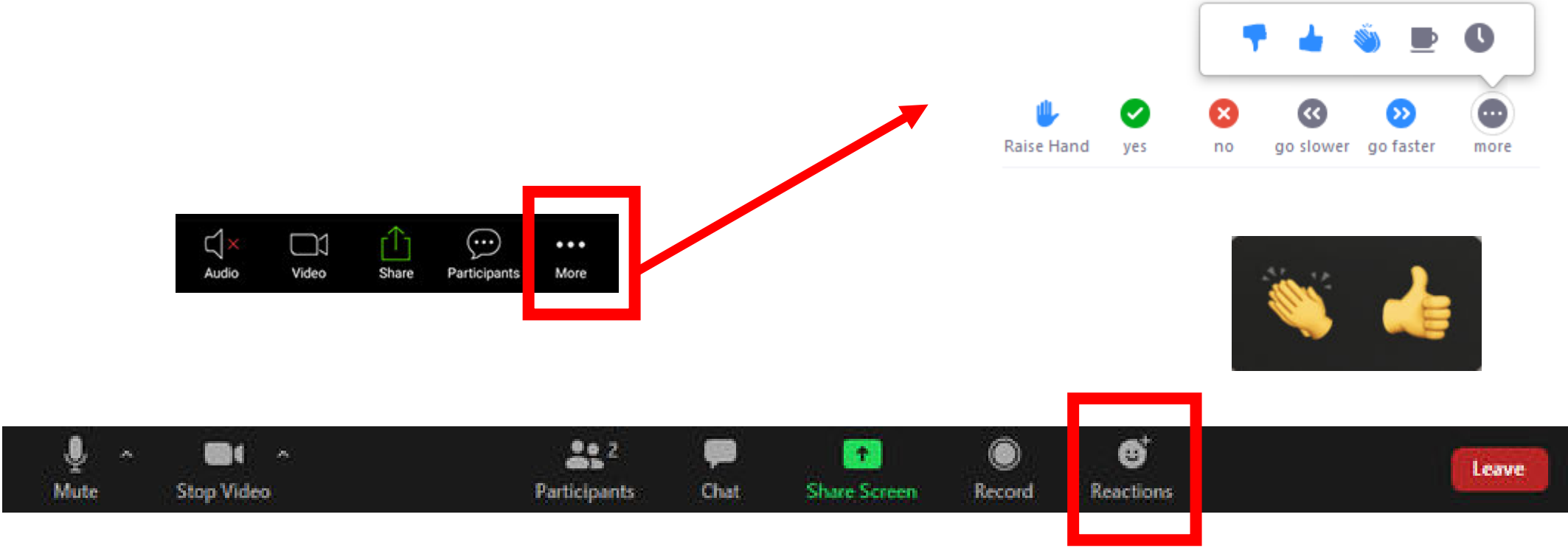The Chat box can be used to send a message without interrupting the meeting.

Chat Box

You can send a chat to everyone in the meeting. Or you can send a chat to only one person.

Zoom Controls-Reactions

Reactions can also be used to send a message without interrupting the meeting.
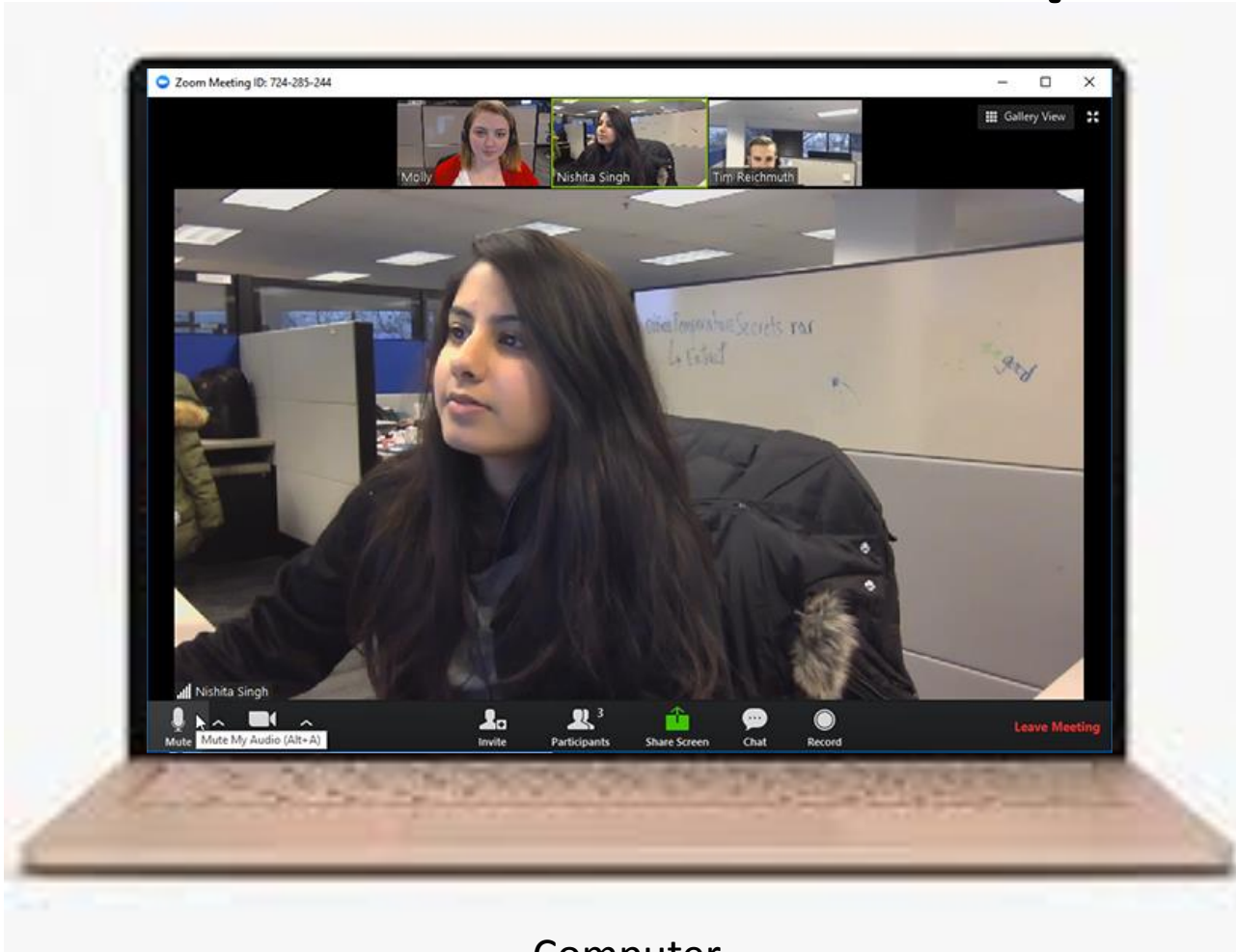
Changing your View

- Speaker View
  - Shows one person in the meeting – most likely the person talking
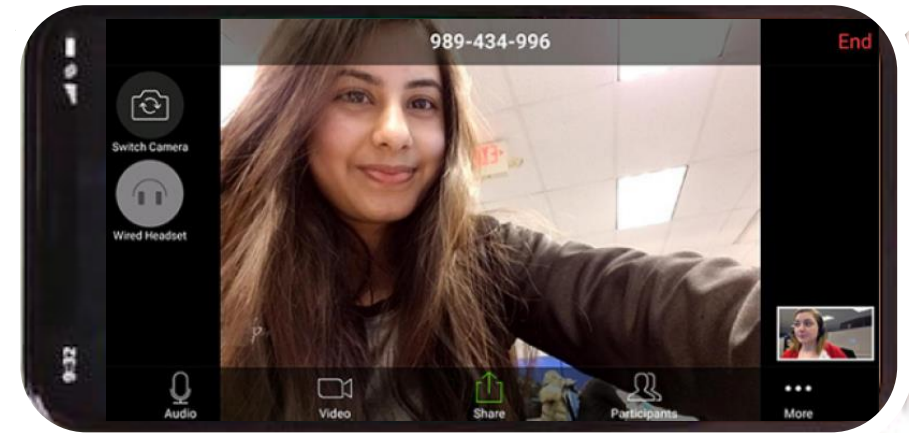- Gallery View
  - Shows everyone in the meeting
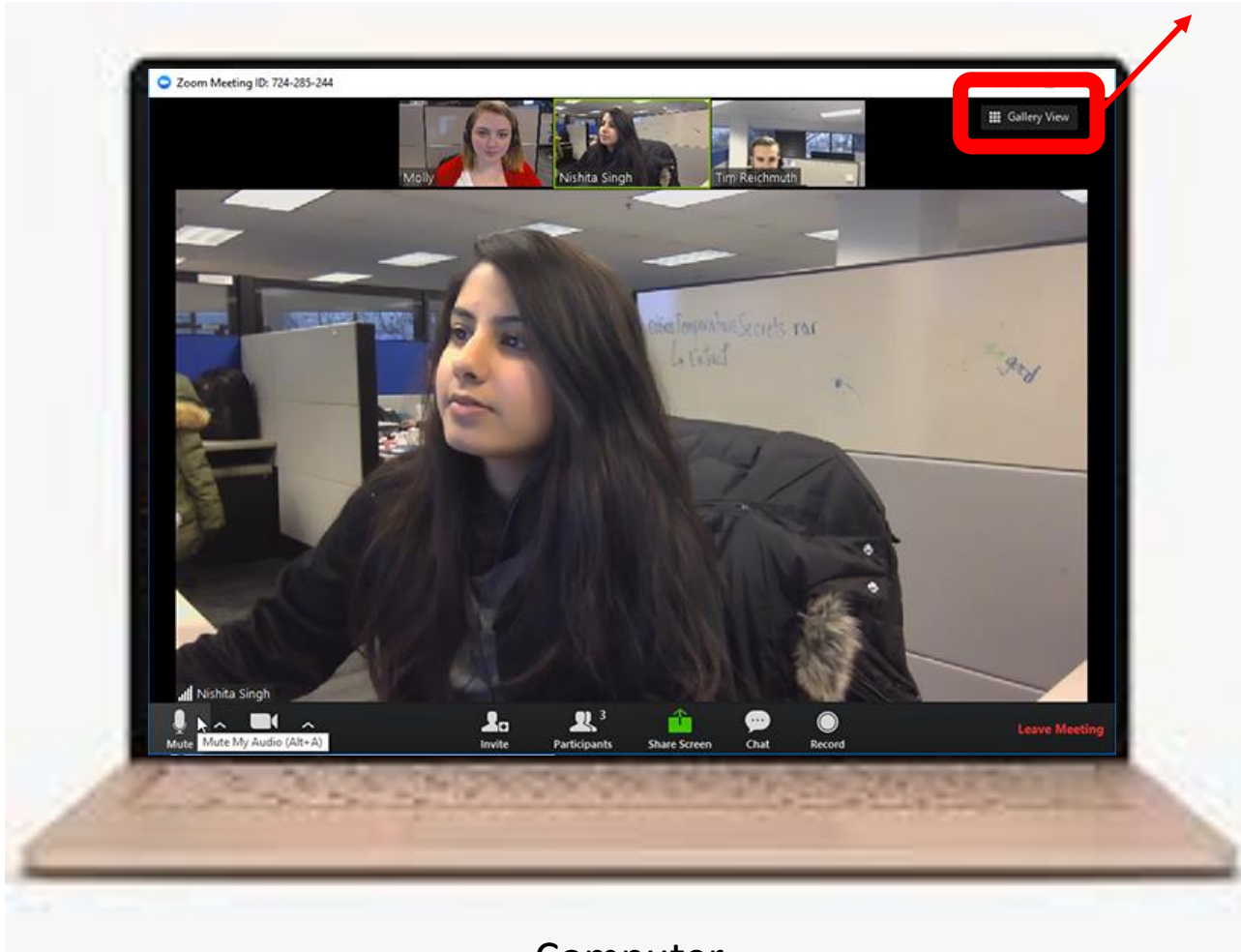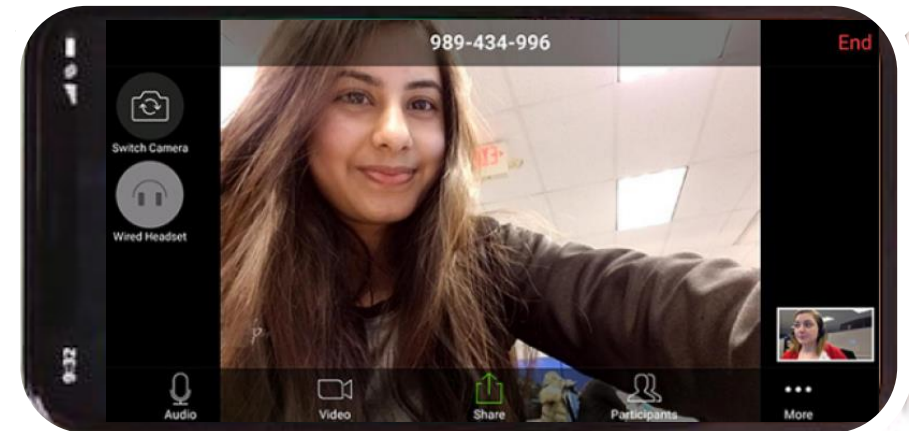
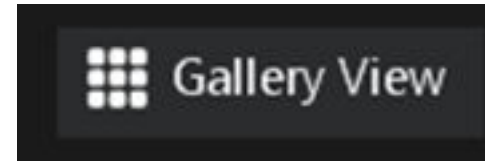# Zoom Controls - Speaker View

Computer

Phone / Tablet

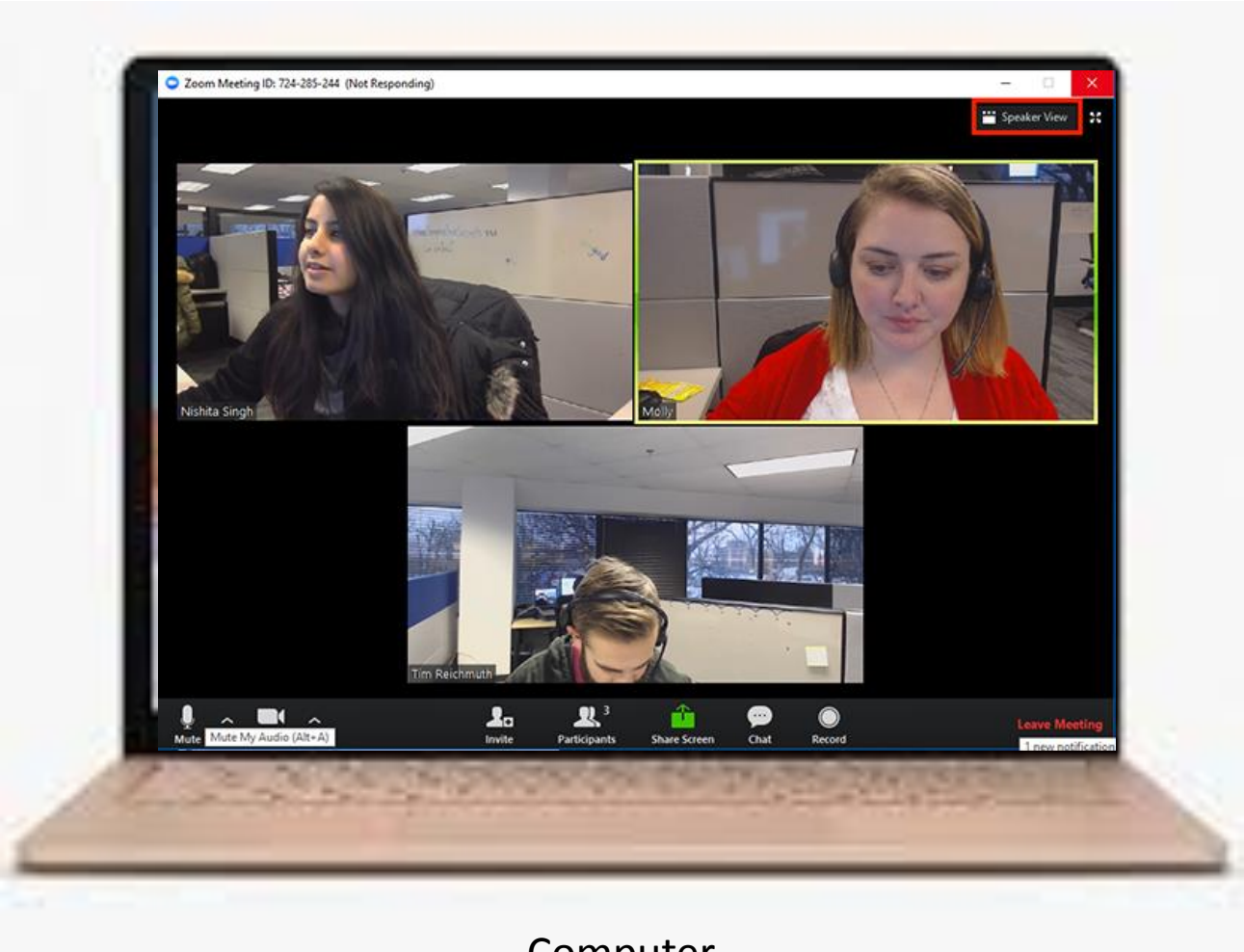# Zoom Controls – Switch to Gallery View

Click on: Gallery View

Computer

Phone / Tablet

SWIPE FROM RIGHT TO LEFT
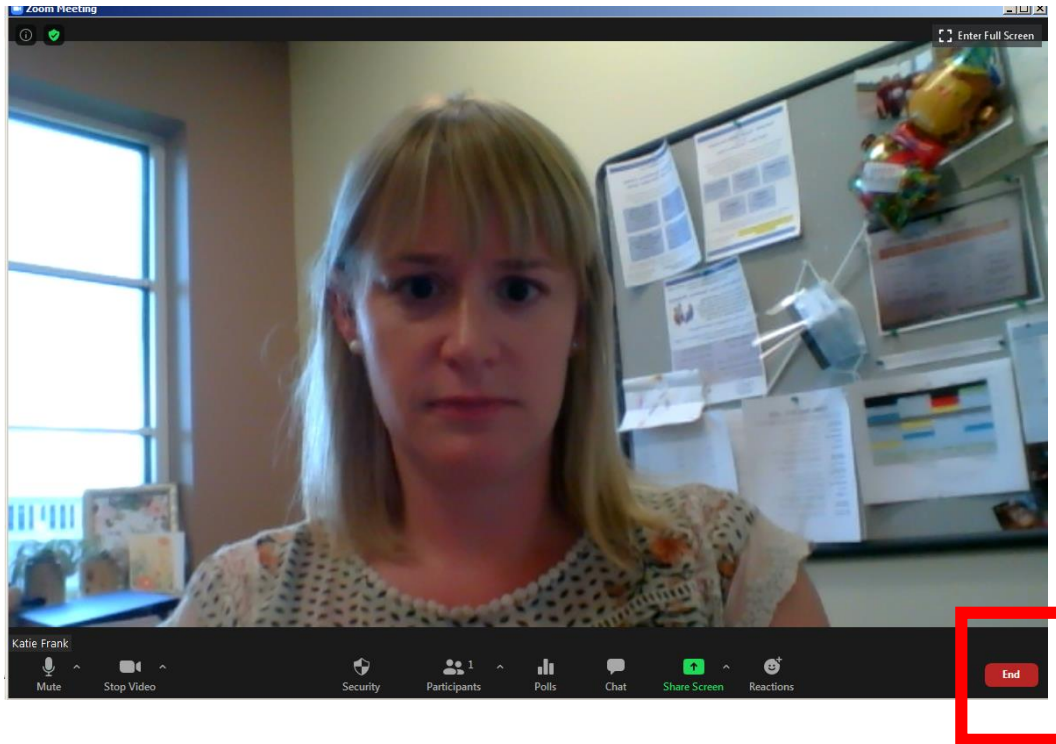
Zoom Controls – Gallery View
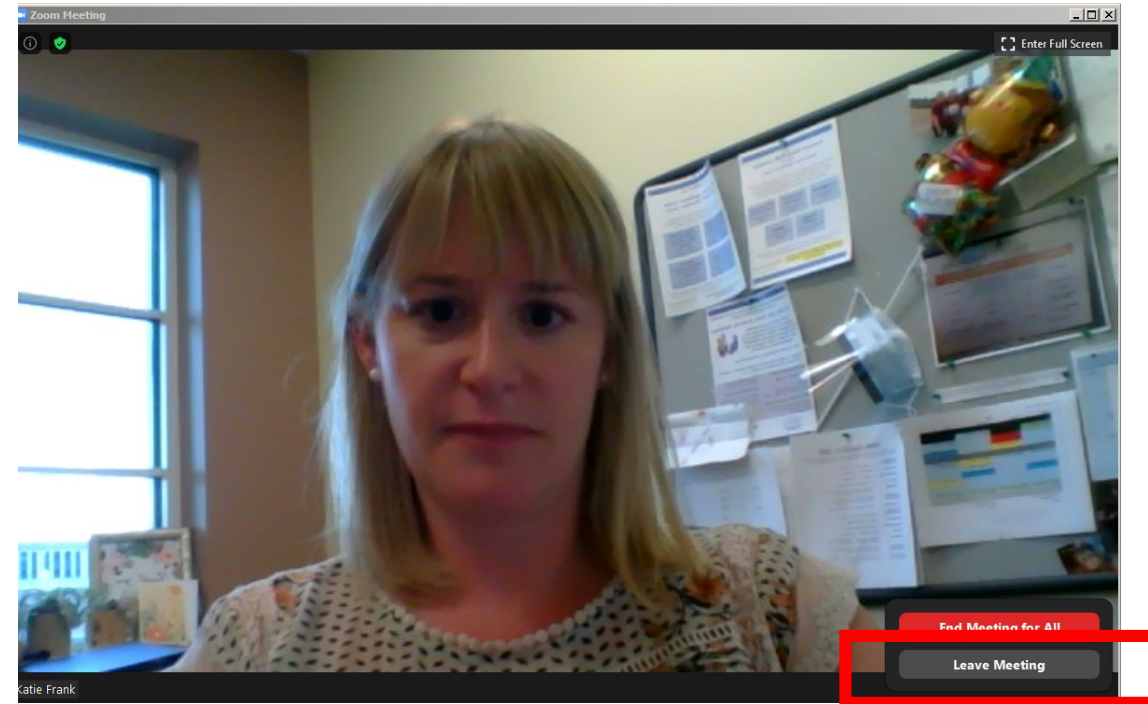

Computer

Phone / Tablet

Zoom Controls – Leaving a Meeting

Click END

Click LEAVE MEETING